

ODIP - U.S. DIPLOMATIC REPRESENTATION

Official representational and ceremonial activities of U.S. diplomats and U.S. Government officials; includes all aspects of privileges and immunities. Use for ceremonial activities hosted by U.S. officials.

Specific Subject Terms often used with this TAG:

Accreditation, Agreement, Ambassador, Ambassador Designate, Anniversary, Assault, Attache, Ceremonial Representation, Credentials Presentation, Diplomat, Diplomatic Consular List, Diplomatic Privileges, Drivers License, Funeral, Gift, Guest List, Honorary Consul, Invitation, Personnel Conduct, Real Property, Social Reception, Tax Exemption

DISPOSITION: Permanent. Transfer to the National Archives when 30 years old.

2. OEXC - EDUCATIONAL AND CULTURAL EXCHANGE OPERATIONS

The administration and operation of educational and cultural exchange programs.

Specific Subject Terms often used with this TAG: Artist, Athlete, Cultural Exchange, Educational Exchange, Foreign Leader Program, Grant, Nomination, Scientist, Student, Teacher

DISPOSITION: Destroy when 2 years old.
(NC1-59-81-1b)

3 OFDP - FOREIGN DIPLOMATS AND FOREIGN MISSIONS

Administrative, representational and ceremonial matters related to non-U.S. diplomatic personnel and foreign missions; includes all aspects of privileges and immunities. Use for ceremonial activities hosted by non-U.S. diplomats.

Specific Subject Terms often used with this TAG:

Accreditation, Agreement, Ambassador, Ambassador Designate, Assault, Attache, Building Design, Ceremonial Representation, Consul, Consulate, Credentials Presentation, Diplomat, Diplomatic Consular List, Diplomatic Privileges, Drivers License, Embassy, Envoy, Funeral, Gift, Guest List, Honorary Consul, Invitation, NOB, Office Closure, Office Establishment, Personnel Appointment, Personnel, Conduct, Personnel

Resignation, Personnel Separation, Post Closing, Post Opening, Real Property, Recall, Social Reception, Staffing, Tax Exemption, Third Country Counterparts

DISPOSITION: Permanent. Transfer to the National Archives when 30 years old.

4. OPDC - DIPLOMATIC CORRESPONDENCE

Correspondence and ceremonial messages between prominent leaders and principal officers.

Specific Subject Terms often used with this TAG:
Acknowledgement, Anniversary, Appreciation Message, Commemorative Message, Condolence Message, Congratulatory Message, Invitation

DISPOSITION: Permanent. Transfer to the National Archives when 30 years old.

5. OPRC - PUBLIC RELATIONS AND CORRESPONDENCE

Correspondence to and from the public commenting on U.S. policy and foreign incidents, requesting information and speaking engagements, and any other public relations activities.

This TAG includes routine constituents correspondence such as employment opportunities, requests for photographs, autographs, etc. Also includes press summaries and press conferences, public opinion polls, and the administrative arrangements for press conferences.

Specific Subject Terms often used with this TAG:
Accreditation, Authentication, Autograph, Constituents Mail, Employment, Interview, Invitation, Journalist, Photograph, Poll, Press Relations, Public Diplomacy, Public Information, Publication, Speaker, Translation

DISPOSITION: Destroy when 6 years old.
(NC1-59-83-4)

6. OREP - U.S. CONGRESSIONAL TRAVEL

Administrative and operational aspects of travel by Congressmen, congressional staffers, and delegations.

Specific Subject Terms used with this TAG: Accommodation, Arrival Notice, Arrival Speech, CODEL, Departure Notice,

Departure Speech, Itinerary, Passenger Manifest, Protective Security, Staffdel, Support Services, Travel Advisory

**DISPOSITION: Destroy when 6 years old.
(N1-59-93-38, item 13-20)**

7. OSC - SCIENCE GRANTS

The administration of grants and disbursement of funds of U.S. government sponsored research programs.

Specific Subject Terms used with this TAG: Foreign Currency, Grant, Science Grant, Scientific Exchange, Scientist

**DISPOSITION: Destroy when 2 years old.
(GRS 3, item 14)**

8. OTRA - TRAVEL

Routine and operational aspects of travel and visits by other than prominent individuals and congressmen.

Specific Subject Terms often used with this TAG:
Accommodation, Arrival Notice, Arrival Speech, Businessmen, Departure Notice, Departure Speech, Dependent, Itinerary, Journalist, Official Travel, Scientific Visit, Support Services, Trade Visit, Travel Advisory, Travel Locator Messages, Travel Orders

**DISPOSITION: Destroy when 2 years old.
(GRS 9, item 4)**

9. OVIP - VISITS AND TRAVEL OF PROMINENT INDIVIDUALS AND LEADERS

The administrative and operational aspects of visits of travel of U.S. and foreign leaders and prominent individuals. Use for Assistant Secretary level and above or foreign equivalent.

Specific Subject Terms often used with this TAG:
Accommodation, Arrival Notice, Arrival Speech, Departure Notice, Departure Speech, Envoy, Hotel, Itinerary, Passenger Manifest, Protection Technical Services, Protective Security, Secretarys Detail, Support Services, Trade Visit, Travel Advisory

DISPOSITION: Permanent. Transfer to the National Archives when 30 years old.